

***Travel Supported by
VA (HQ or Station-to Station)***

Authorized Absence
Government-Rate Airfare

Traveler:
Destination:
Dates:
Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Make airline reservations through World Wide Travel (1-888-811-8129). Tell the agent: <ul style="list-style-type: none"> <input type="checkbox"/> PVAMC is station #648 <input type="checkbox"/> PVAMC Employee Travel Office will provide travel authority number 2. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <input type="checkbox"/> Official Travel Authority (TWX) <input type="checkbox"/> Itinerary <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> Work and personal details 3. Sign VA paperwork prepared by Travel Coordinator. 4. Receive itinerary/e-ticket reference number from Employee Travel Office at least two days prior to departure. 5. Enter AA in VISTA-Time & Attendance. 	<ol style="list-style-type: none"> 1. Prepare required VA paperwork. <ul style="list-style-type: none"> <input type="checkbox"/> OP 165 <input type="checkbox"/> SF-71 Leave Slip (Research Employees) 2. Enter cost estimate for R&D budget. 3. Fax OP 165 and Travel Authority to Employee Travel Office. 4. Submit original OP 165 and Travel Authority to Employee Travel Office.

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Submit original receipts to Employee Travel (P4-FISC-T) within five days of return for expense reimbursement. 2. Sign travel voucher from Employee Travel. 3. Receive reimbursement via electronic funds transfer from VA to bank account. 	<ol style="list-style-type: none"> 1. Receive travel voucher from Employee Travel. Obtain signatures from traveler and fiscal authority. Return to Employee Travel. 2. Enter actual cost for R&D budget.